

NFC

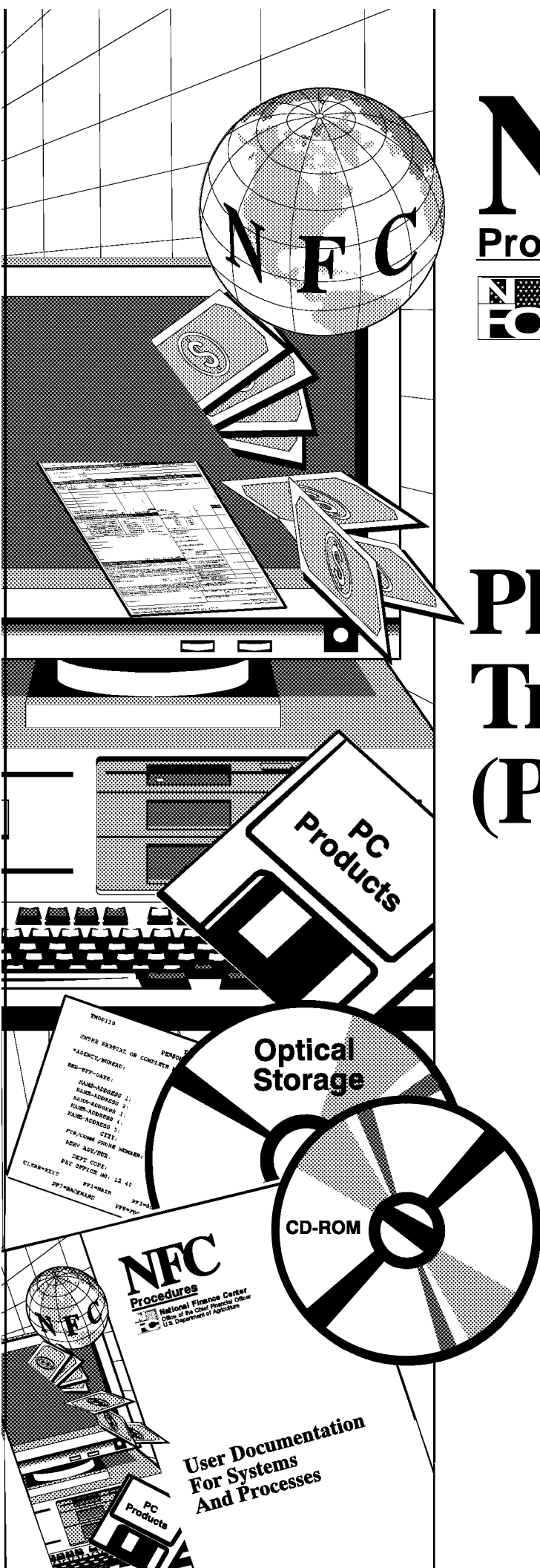
Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

February 1996

Planning and Tracking System (PATS)



TITLE VI
Systems Access Manual

CHAPTER 15
Planning and Tracking System (PATS)

Initial Publication February 1996

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System Access Manual
Planning And Tracking System (PATs)

(reserved)

About This Procedure

This procedure provides instructions for accessing and operating the Planning And Tracking System (PATs). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

System Overview describes what the system is used for and provides related background information.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

The **Administrative Menu** gives instructions for selecting options from the system's primary selection screen.

Instructions for each **option** are provided under a separate heading. The menu and option screens are presented as figures within the text.

The **Appendix** contains reference information, such as code lists, accounting charts, tables, or excerpts from other documents.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you receive this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

- Messages displayed by the system are printed in *italics*. Example: The message *Record Added* is displayed.
- Field specifications are also printed in italics. Example: **Project Assigned Date** (*required, numeric field, 6 positions*). Key in the assigned date of the project.

- For date fields, "(mmddyy)" means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days. Example: Key in the date (mmddyy) it is estimated when the project will be started.

- Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in ***8000***.

- Emphasized text within a paragraph is printed in **bold**. Example: The last **four** positions of the field are optional and may be an alphanumeric description of your choice.

- Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. Example: The Administrative Menu (**Figure 4**) is displayed.

- References to sections within the procedure are printed in bold as shown here. Example: See **Adding A Project** under **Option 14**.

- Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF4].

- Optional actions at the end of a processing function are preceded by square bullets. Example:

- To exit the system, press [Clear].

- Important extra information is identified as a note. Example: **Note:** The Authorized SSN field is a required entry when the project is modified.

Who To Contact For Help

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230**.

For questions about security access to PATs, contact your agency ADP Security Officer.

For questions about payroll/personnel projects, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

System Overview

The Planning and Tracking System (PATs) is an online data base management system of the U. S. Department of Agriculture (USDA). PATs is used by USDA, Office of Personnel (OP), to add, modify, and monitor projects initiated by the payroll/personnel community and designed, developed, implemented, and maintained by the National Finance Center (NFC). The status of each project is entered by NFC personnel, and when appropriate, may be modified. Depending on individual agency policy, members of the payroll/personnel community may be authorized to query these projects in PATs.

Authorized users of PATs are able to access data once security clearance has been requested by the agency ADP security officer and approved by the NFC security officer.

System Capabilities And Interface

PATs performs functions as follows:

- Allows users to enter data.
- Maintains historical project data.

Reports

There are no reports generated in PATs for external users. However, specific ad-hoc reports on PATs data can be produced using the FOCUS Reporting System. For detailed information on using FOCUS, see Title VI, Chapter 5, Report Generator Systems, Section 4, FOCUS Reporting System.

The following information may be of assistance, particularly, in the production of FOCUS reports on data elements contained in Options 14 and 15. Those data elements that are defined to FOCUS are referred to as "NFC/PATs Super Projects".

FOCUS reporting for PATs Super Projects is very simple in its design to allow for ease of use. The reporting structure is a two-segment FOCUS file. The **root** segment contains super project information and the **child** segment contains information on projects at NFC that are subordinate to a super project.

The TABLE FILE name is **PATSSPRJ**. The data structure is shown below and the field listing is provided in the **Appendix**. The field listing contains the (1) field name, (2) format, (3) a brief description of each field, and (4) name of the segment containing each field. Additionally, the field listing has a column titled, "Column Heading On Report". This column identifies the

default column heading that appears on reports. Example: If you print the field **AGCY_RATING**, it will display on the report as follows:

Agency
Rating

Illustrations describing the structure of the FOCUS data base is provided in the **Appendix** and may be helpful to you in the preparation of your reports.

Responsibilities

The following information identifies the responsibilities of the primary organizations involved in data processing and system maintenance for PATs.

USDA, OP:

- Receives requests for modifications to the Payroll/Personnel System.
- Participates with NFC personnel and the payroll/personnel community in the development of system requirements.
- Assigns project numbers.
- Establishes project numbers in the PATs data base.

NFC:

- Collaborates with OP and the payroll/personnel user community in the development of system requirements.
- Modifies PATs based on defined requirements.
- Adds/modifies the project's status in PATs.
- Maintains custodial responsibility for PATs, including policy clarification on issues as they arise.

The User Community:

- Submits requests for systems modifications as follows:

Payroll/Personnel System

Automated Personnel Systems Division
Office of Personnel, USDA
Room 341W, Administration Building
Washington, DC 20250

Other Systems

Director, Applications System Division
National Finance Center, USDA
P.O. Box 60000
New Orleans, LA 70160

- Accesses PATs to verify requests for modifications and to obtain a status of the project.

System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access PATS, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Security Access

The following information describes the security environment at NFC.

Security Software. System security at NFC is managed by TOP SECRET, a commercial access control package operated in an IBM Multiple Virtual Storage (MVS) environment. TOP SECRET provides protection for datasets, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilities through a three-step process as follows:

1. TOP SECRET validates the user to determine if he/she is authorized to use PATS. The user's logon access (user ID and password) are validated during the logon process.
2. TOP SECRET confirms that the user is authorized to use the requested facility.
3. TOP SECRET determines if the user is authorized to use the requested resources (i.e., datasets, programs, transactions, database subschemas, Security Access Code (SAC), etc.)

Validation Process. To facilitate user access to NFC-maintained systems, significant interaction/interface

among software packages is necessary to control access. This behind-the-scene interaction is transparent to the user; however, the following steps occur during a sign-on to PATS.

1. The user is prompted to enter his/her user ID and password.
2. At the Application prompt, the user then keys in **PATS**.
3. TOP SECRET validates the user ID, password, and access authorization to PATS.
4. Upon verification/validation of the user ID and password, the user is logged onto the NFC mainframe computer and into PATS.
5. The IDMS security is then activated; however, the user must have a record defined in the data dictionary (the user record name is the same as the ACID name) in order to proceed.
6. TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The TOP SECRET user's permissions are read to determine if access is allowable. Subschema NFCP0803 is **required** for the read and update capability and Subschema NFCP0804 is **required** for the read only capability.

Note: Steps 5 and 6 are transparent to the user.

Requests For PATS Access. Users **must** first request access through their agency's Security Office. The request for access should provide the following information.

- User Name
- User ID
- Agency Name
- User Access Request Level
(**UPDATE** = Retrieval and Update Access
or
READ = Retrieval Access Only)
- Telephone Number
- Application Name (Example: **PATS**)

Note: The access level requested for the user should be based on the individual's assigned work requirements and job functions.

Systems Access Manual Planning And Tracking System (PATS)

Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 1**) on your terminal. Then respond to the prompts as follows:

1 Enter User ID (*required, alphanumeric field; max. of 8 positions*). Key in your assigned user ID (e.g., NF999). Press [Tab].

2 Password (*required, alphanumeric field; 6 to 8 positions*). Key in your password. Your password is not displayed on the screen. Press [Tab].

3 New Password (*alphanumeric field; 6 to 8 positions*). If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.

4 Enter Application Name (*required, alphanumeric field; max. of 9 positions*). Key in **PATS** and press

[Enter]. The Administrative Menu is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed. Press [Enter] again to display the main menu.

Note: When signing on, before you display the system's main menu, you may select Option 8, Directives Bulletin Board, on the NFC Menu to view additional messages related to various systems. (See Title VI, Systems Access Manual, Bulletin 94-1, Directives Bulletin Board, dated January 24, 1994.

Instructions for using the PATS Administrative Menu begin on page 7.

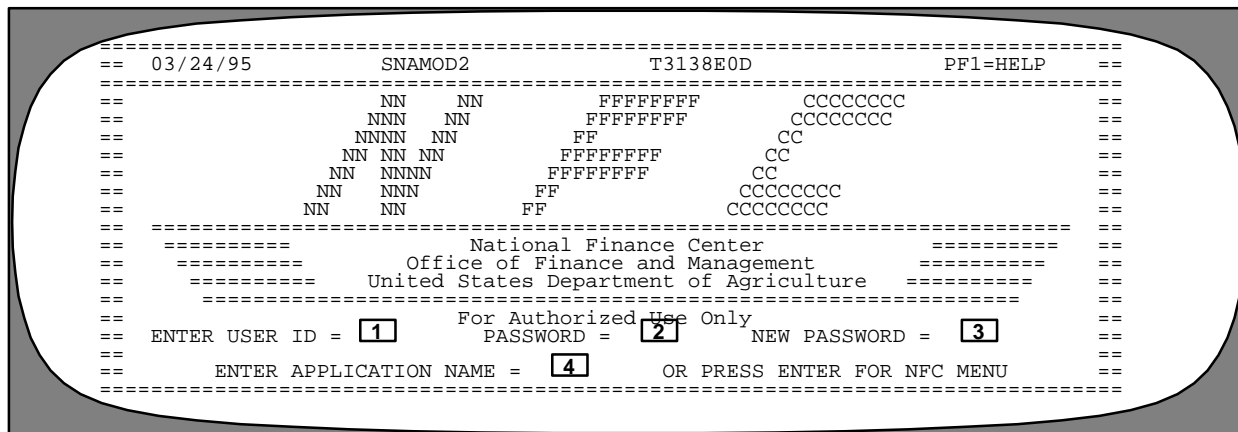


Figure 1. NFC Banner Screen

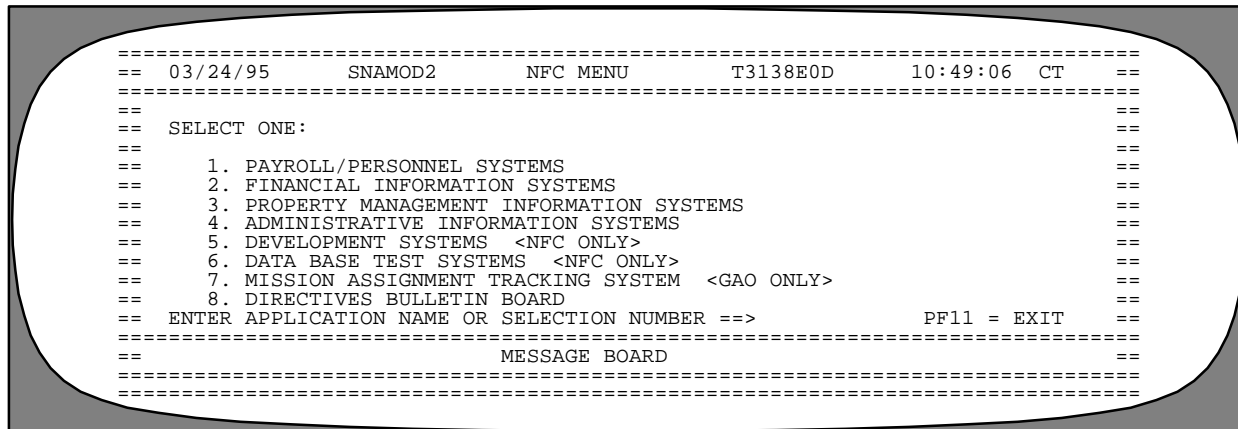


Figure 2. NFC Menu

Sign-Off

- To exit PATS at the Administrative Menu **or** an option screen, press [Clear] once.
- To exit PATS from an inquiry detail screen, press [Clear] twice.
- The Enter Next Task Code prompt is displayed. Key in *bye* see (**Figure 3**) and press [Enter].

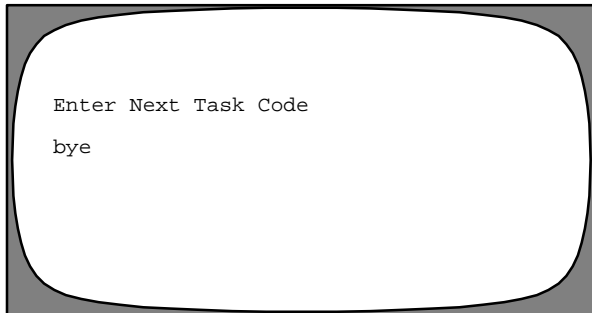


Figure 3. Enter Next Task Code Prompt

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

You are now disconnected from PATS. The NFC Menu screen is displayed.

At this point, you have disconnected from PATS but are still connected to the mainframe and may continue on to another application, if desired. If you no longer require mainframe connection, press the [PF11] and the system displays the NFC banner screen (**Figure 1**). If you do not intentionally disconnect from the mainframe, you are automatically disconnected from the system after a momentary lapse of inactivity.

Operating Features

This section describes the system's design and operating features.

System Design

PATs is designed with one menu and numerous options. Specifically, the menu provides a list of options for selection to (1) establish a daily time sheet, (2) establish a project/task, (3) modify a project/task, and (4) query the PATs data base to access information in a variety of formats. **Note:** Options 1–13 are for NFC use only.

PATs also allows you to establish a project with multiple tasks, facilitating project activity involving several individuals. Particularly, establishment of individual tasks on major projects provides management with a mechanism to better monitor and plan projects milestones.

The system edits the data on each screen for completeness and validity to ensure proper accounting and reporting. If an error occurs or if any required data is omitted, the system displays an error message on the bottom of the screen, and the cursor returns to the field in error. The system displays up to nine error messages at a time. You must address each error displayed by keying in the correct data and again pressing [Enter]. Detailed data entry and inquiry instructions for each are provided in this procedure.


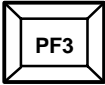

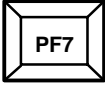
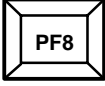
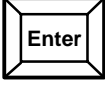
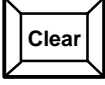
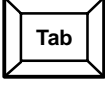
Function Keys

Your keyboard includes:

- Program Function keys ([PA], [PF], [F], etc.) used to execute functions and display specific screens in the system.
- Other function keys ([Enter], [Clear], etc.).

For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The special functions of these keys in PATs are displayed at the bottom of each screen. Descriptions are provided below: **Note:** Some PF keys may have more than one function use in PATs and may vary depending on the option.

Key	Function(s)
	Used to return to the PATs Administrative Menu screen.
	Used to return to the identifying screen for an additional request.
	Used to add/modify comments.
	Used to scroll backward one record at a time until the desired information or until the first record is reached.
	Used to scroll forward one record at a time until the desired information or the last record is reached.
	Used to enter (process) data.
	Used to terminate the session and will display the Enter Next Task Code prompt. Used to return to the Administrative Menu when at certain option screens.
	Used to move the cursor from one field to the next.

Administrative Menu

After accessing PATS, the Administrative Menu (**Figure 4**) is displayed.

To select one of the available options, key in the option number at the Select One ==> prompt and press [Enter]. The prompt screen for the selected option is displayed. **Note:** Options 1–13 are for NFC use only and are not described in this procedure. Only Options 14 and 15 are applicable to external PATS users.

Following is a brief description of each option:

1. **Time Sheet.** For NFC use only.
2. **Cost Accounting Code.** For NFC use only.
3. **Project/Task.** For NFC use only.
4. **Task.** For NFC use only.
5. **Report Menu.** For NFC use only.
6. **Project.** For NFC use only.
7. **Project Detailed By Task.** For NFC use only.
8. **Daily Activity By Employee.** For NFC use only.
9. **Project Summary By Division.** For NFC use only.
10. **Task Summary By Employee.** For NFC use only.
11. **Accounting Code Staff Hours By Organization.** For NFC use only.
12. **Accounting Code Employee Hours By Pay Period.** For NFC use only.
13. **ASD Time Charged To Develop/Maint Projects.** For NFC use only.
14. **Add/Modify A Project.** Used to add or modify information about a project on automated systems maintained at NFC (i.e., projects relating to payroll, personnel, administrative payments, and accounting systems activities).
15. **Display A Project.** Used to display information about a project on automated systems maintained at NFC (i.e., projects relating to payroll, personnel, administrative payments, and accounting systems activities).

```
DATE: XX/XX/XX                USDA - OFM - NFC                TIME: 01:01
                                PLANNING AND TRACKING SYSTEM
                                ADMINISTRATIVE MENU

(FOR AUTHORIZED USE ONLY)

ADD/MODIFY:                    DISPLAY:
 1. TIME SHEET                  6. PROJECT
 2. COST ACCOUNTING CODE        7. PROJECT DETAILED BY TASK
 3. PROJECT/TASK                8. DAILY ACTIVITY BY EMPLOYEE
 4. TASK                        9. PROJECT SUMMARY BY DIVISION/BRANCH
                                10. TASK SUMMARY BY EMPLOYEE
                                11. ACCOUNTING CODE STAFF HOURS BY ORGANIZATION
                                12. ACCOUNTING CODE EMPLOYEE HOURS BY PAY PERIOD
                                13. ASD TIME CHARGED TO DEVELOP/MAINT PROJECTS
                                14. ADD/MODIFY A PROJECT
                                15. DISPLAY A PROJECT

REPORTS:
 5. REPORT MENU

SELECT ONE ==>

ENTER = SEND                    CLEAR = END
```

Figure 4. Administrative Menu

Systems Access Manual Planning And Tracking System (PATs)

Add/Modify A Project

Add/Modify A Project is Option 14 on the Administrative Menu (**Figure 4**). This option is used to add or modify information about a project on automated systems maintained at NFC (i.e., projects relating to payroll, personnel, administrative payments, and accounting systems activities).

To select this option, key in **14** at the Select One ==> prompt on the menu and press [Enter]. The Add/Modify A Project add screen (**Figure 5**) is displayed.

Instructions follow for using the functions in this option.

Adding A Project. At the Add/Modify A Project add screen (**Figure 5**), complete the fields as described.

1 Project Control Number (*required, numeric field, 5 positions*). Key in the project number. In the first position, key in the fiscal year indicator. For example, a valid project number is keyed in as **61234**. The "6" in the first field position indicates Fiscal Year 1996. The **last** 4 positions for payroll/personnel projects are assigned by OP.

2 Div/Branch (*required, numeric field; 4 positions*). Key in the applicable 4-digit number, indicating the type of system the project is related to. Valid codes are:

Code	Description
7000	Administrative Systems Projects
8000	Payroll Systems Projects
9000	Accounting Systems Projects

Press [Enter]. The cursor moves to the first position of the Project Assigned Date field.

Complete the fields described to add a project to the PATS data base.

3 Project Assigned Date (*required, numeric field, 6 positions*). Key in the assigned date of the project.

4 Project/Memo Title (*optional, alphanumeric field; max. of 240 positions*). Key in any information describing the title of the project. This may include any information concerning the nature/impact of the project.

5 Source (*optional, numeric field; 4 positions*). Key in the 4-digit abbreviation indicating the agency **or** organization responsible for originating the project.

6 Priority (*optional, alpha field; 1 position*). Key in the applicable code, indicating the project's priority. Valid codes are as follows:

Code	Description
H	Project on hold in OP
S	Project forwarded to ASD
P	Programming being performed
R	Requirements being developed
X	Project canceled

7 Task (*optional, alphanumeric field; max. of 4 positions*). Key in the system acronym to identify the system the project is related to.

8 Proj Leader SSN (*required, numeric field; 9 positions*). Key in the social security number of the employee having project leader **or** team leader responsibility for the project. **Note:** Because the social security number is considered sensitive data, after [Enter] is pressed to update the PATS data base, it is not displayed on the screen.

DATE: XX/XX/XX USDA - OFM - NFC TIME: 05:19
PLANNING AND TRACKING SYSTEM
ADD/MODIFY A PROJECT

PROJECT CONTROL NUMBER: **1** DIV/BRANCH : **2**
PROJECT ASSIGNED DATE : **3**
PROJECT/MEMO TITLE : **4**

SOURCE : **5** PRIORITY : **6**
TASK : **7** PROJ LEADER SSN : **8**
EST START DATE : **10** PROJ LEADER NAME : **9**
REVIEW DATE : **12** EST END DATE : **11**
AGENCY RATING : **13** NFC RATING : **14**
PASB: **15** PESB: **16** PPRB: **17** ACSB: **18** BSB: **19** SSB: **20**
AUTHORIZED SSN : **21** AUTHORIZED NAME : **22**

ENTER = SEND PF1 = ADMN MENU PF3 = ADDL REQ PF4 = COMMENTS CLEAR = END

Figure 5. Add/Modify A Project Add Screen

9 Proj Leader Name (*no entry field*). This field is system generated from the name that correlates to the social security number keyed in the Proj Leader SSN field. **Note:** The name is system generated only after [Enter] is press to update the project in the PATS data base.

10 Est Start Date (*conditional, numeric field; 6 positions*). Key in the date it is estimated when the project will be started. **Note:** The Est Start Date is **required** if an entry is made in the Review Date field.

11 Est End Date (*conditional, numeric field; 6 positions*). Key in the date it is estimated when the project will be completed. **Note:** The Est End Date is **required** if an entry is made in the Review Date field.

12 Review Date (*optional, numeric field; 6 positions*). Key in the date it is estimated when the project will be reviewed. **Note:** The review date **must** fall in between the dates keyed in for the Est Start Date and Est End Date fields.

13 Agency Rating (*optional, numeric field; max. of 3 positions*). Key in an assigned numerical rating which assists in determining the priority of the project in relation to other projects being tracked. **Note:** This rating is assigned by the requesting agency.

14 NFC Rating (*optional, numeric field; max. of 3 positions*). Key in an assigned numerical rating which assists in determining the priority of the project in relation to other projects being tracked. **Note:** This rating is assigned by NFC or OP.

15 PASB (*optional, numeric field; 5 positions*). Key in a valid 5-digit project number previously established in PATS for the Payroll Systems Branch, ASD. **Note:** An entry in this field indicates that PASB has task involvement in the project.

16 PESB (*optional, numeric field; 5 positions*). Key in a valid 5-digit project number previously established in PATS for the Personnel Systems Branch, ASD. **Note:** An entry in this field indicates that PESB has task involvement in the project.

17 PPRB (*optional, numeric field; 5 positions*). Key in a valid 5-digit project number previously established in PATS for the Payroll/Personnel Reporting Branch, ASD. **Note:** An entry in this field indicates that PPRB has task involvement in the project.

18 ACSB (*optional, numeric field; 5 positions*). Key in a valid 5-digit project number previously established

in PATS for the Accounting Systems Branch, ASD. **Note:** An entry in this field indicates that ACSB has task involvement in the project.

19 BSB (*optional, numeric field; 5 positions*). Key in a valid 5-digit project number previously established in PATS for the Budgetary Systems Branch, ASD. **Note:** An entry in this field indicates that BSB has task involvement in the project.

20 SSB (*optional, numeric field; 5 positions*). Key in a valid 5-digit project number previously established in PATS for the Special Systems Branch, ASD. **Note:** An entry in this field indicates that SSB has task involvement in the project.

21 Authorized SSN (*optional, numeric field; 9 positions*). Key in the social security number of the individual authorized to modify the project. **Note:** Because the social security number is considered sensitive data, after [Enter] is pressed to update the PATS data base, it is not displayed on the screen.

22 Authorized Name (*no entry field*). This field is system generated with the name that correlates to the social security number keyed in the Authorized SSN field. **Note:** The name is system generated only after [Enter] is press to update the project in the PATS data base.

After all data has been keyed in, press [Enter]. If the data passes system edits, the message *Record Added* is displayed at the bottom of the screen. If the data does not pass system edits, error messages are displayed at the bottom of the screen. All errors must be corrected before the PATS data base is updated.

After the project has been added to the PATS data base, you may add comments pertinent to the project.

- To obtain the screen for adding comments, press [PF4]. The Add/Modify A Project comments screen (**Figure 6**) is displayed. Complete the field as described.

1 Comments (*optional, alphanumeric field; max. of 400 positions*). Key in any narrative description (5 lines, 80 positions each line) related to the project. Press [Enter]. The message *Record Updated* is displayed at the bottom of the screen.

- To perform further processing, press the appropriate PF key.
- To exit the system, press [Clear].

Systems Access Manual Planning And Tracking System (PATs)

DATE: XX/XX/XX USDA - OFM - NFC TIME: 11:01
 PLANNING AND TRACKING SYSTEM
 ADD/MODIFY A PROJECT

PROJECT CONTROL NUMBER: 63301 DIV/BRANCH: 8000

COMMENTS: 1

ENTER = SEND PF1 = ADMN MENU PF3 = ADDL REQ PF4 = PROJ INFO CLEAR = END

Figure 6. Add/Modify A Project Comments Screen

Modifying A Project. At the Add/Modify A Project screen (**Figure 5**), complete the fields as described.

1 Project Control Number (*required, numeric field; 5 positions*). Key in the project number. In the first position, key in the fiscal year indicator. For example, a valid project number is keyed in as **61234**. **Note:** The project number must be a valid number previously established in PATs.

2 Div/Branch (*required, numeric field; 4 positions*). Key in the applicable 4-digit number, indicating the type of system the project is related to. Press [Enter]. Valid codes are:

Code	Description
7000	Administrative Systems Projects
8000	Payroll Systems Projects
9000	Accounting Systems Projects

The Add/Modify A Project change screen (**Figure 7**), with retrieved data, is displayed. To modify a project, follow the data entry instructions provided under **Adding A Project**. Key the data in the field(s) to be cor-

rected. Use the arrow keys or press [Tab] to advance to the next field.

Note 1: The Project Control Number and Div/Branch fields are protected and cannot be modified.

Note 2: The Authorized SSN field is a required entry when the project is modified.

Note 3: If a social security number was entered in either the Proj Leader SSN or Authorized SSN field at the time the project was initially established, they are not shown on the screen when the project is displayed to be modified. The social security number is considered sensitive data.

After modifying the record, press [Enter]. The message *Record Updated* is displayed at the bottom of the screen. If there is incorrect or missing data, the cursor moves to the first incorrect field and the system displays error messages at the bottom of the screen. Correct all errors and press [Enter]. The record is modified.

- To perform further processing, press the appropriate PF key.
- To exit the system, press [Clear].

Title VI
Chapter 15

Figure 7. Add/Modify A Project Change Screen

Systems Access Manual Planning And Tracking System (PATS)

Display A Project

Display A Project is Option 15 on the Administrative Menu (**Figure 4**). This option is used to display information about a project on automated systems maintained at NFC (i.e., projects relating to payroll, personnel, administrative payments, and accounting systems activities).

To select this option, key in **15** at the Select One ==> prompt on the menu and press [Enter]. The Display A Project screen (**Figure 8**) is displayed.

Instructions follow for using the functions in this option. Complete the fields as described:

1 Project Control Number (*required, numeric field, 5 positions*). Key in the project number to be queried. **Note:** The project number must be a valid number previously established in PATS.

2 Div/Branch (*required, numeric field; 4 positions*). Key in the applicable 4-digit number, indicating the type of system the project is related to. Press [Enter]. Valid codes are:

Code	Description
7000	Administrative Systems Projects
8000	Payroll Systems Projects
9000	Accounting Systems Projects

The Display A Project detail screen (**Figure 9**) is displayed. The remaining fields are system generated with data based on the project number and division/branch number keyed in.

Note: If a social security number was entered in either the Proj Leader SSN or Authorized SSN field at the time the project was initially established, they are not shown when the project is displayed. The social security number is considered sensitive data; therefore, only the correlating names are displayed on the screen.

- To view the next page, press [PF8]. Continue pressing [PF8] until all data is displayed.
- To return the previous page, press [PF7].
- To perform further processing, press the appropriate PF key.
- To exit the system, press [Clear].

DATE: XX/XX/XX USDA - OFM - NFC TIME: 04:39
 PLANNING AND TRACKING SYSTEM
 DISPLAY A PROJECT

PROJECT CONTROL NUMBER: **1** DIV/BRANCH : **2**
 PROJECT ASSIGNED DATE :
 PROJECT/MEMO TITLE :

SOURCE : PRIORITY :
 TASK : PROJ LEADER NAME :
 EST START DATE : ACTUAL START DATE :
 EST END DATE : ACTUAL END DATE :
 REVIEW DATE : PROJECT STATUS :
 AGENCY RATING : NFC RATING :
 PASB: PESB: PPRB: ACSB: BSB: SSB:
 LAST PROJECT UPDATE : AUTHORIZED NAME :

ENTER = SEND PF1 = ADMN MENU PF3 = ADDL REQ PF4 = COMMENTS
 PF7 = PREV PROJECT PF8 = NEXT PROJECT CLEAR = END

Figure 8. Display A Project Screen

DATE: XX/XX/XX	USDA - OFM - NFC PLANNING AND TRACKING SYSTEM DISPLAY A PROJECT	TIME: 10:44
PROJECT CONTROL NUMBER: 60033		
PROJECT ASSIGNED DATE : 12 15 95		
PROJECT/MEMO TITLE :		
DIV/BRANCH : 8000		
TO DEVELOP FIVE ADDITIONAL REPORTS RELATING TO CHARITABLE CONTRIBUTIONS. DISCUSSION IS NEEDED TO DETERMINE IF ANY EXISTING PACS REPORTS COULD BE MODIFIED TO PROVIDE THE TYPE OF DATA NEEDED.		
SOURCE :	OCFO	PRIORITY : R
TASK :	PACS	PROJ LEADER NAME : DOE
EST START DATE :	02 26 96	ACTUAL START DATE :
EST END DATE :	05 31 96	ACTUAL END DATE :
REVIEW DATE :	04 02 96	PROJECT STATUS :
AGENCY RATING :		NFC RATING :
PASB:	PESB:	PPRB:
LAST PROJECT UPDATE :		ACSB: BSB: SSB:
		AUTHORIZED NAME :
ENTER = SEND	PF1 = ADMN MENU	PF3 = ADDL REQ
PF7 = PREV PROJECT	PF8 = NEXT PROJECT	PF4 = COMMENTS CLEAR = END

Figure 9. Display A Project Detail Screen

Systems Access Manual
Planning And Tracking System (PATs)

(reserved)

Appendix

Systems Access Manual
Planning And Tracking System (PATs)

Systems Access Manual Planning And Tracking System (PATs)

Title VI
Chapter 15

Appendix A
Page 1

FOCUS Data Fields

02/08/96 PATSSPRJ Field Listing

Field Name	Format	Column Heading On Report	Description	Segment Name
AGCY_RATING	P03L	Agency, Rating	Agency rating	SUPEPROJ
ASSIGN_NAME	A09	Assignee, Name	Assignee name	SUPEPROJ
COMMENT1	A80	Comment, Line 1	First line of comment (80 chars)	SUPEPROJ
COMMENT2	A80	Comment, Line 2	Second line of comment (80 chars)	SUPEPROJ
COMMENT3	A80	Comment, Line 3	Third line of comment (80 chars)	SUPEPROJ
COMMENT4	A80	Comment, Line 4	Fourth line of comment (80 chars)	SUPEPROJ
COMMENT5	A80	Comment, Line 5	Fifth line of comment (80 chars)	SUPEPROJ
DATE_ACT_CO	YMD	NFC, Project, Actual, Completion, Date	Actual completion date of NFC project	PROJECT
DATE_ACT_ST	YMD	NFC, Project, Actual, Start, Date	Actual start date of NFC project	PROJECT
DEPT	A04	Dept	Department	SUPEPROJ
DIVISION	A04	Division	Super Project Division	SUPEPROJ
DT_EST_COMPL	YMD	Estimated, Completion, Date	Estimated completion date of super project	SUPEPROJ
DT_EST_START	YMD	Estimated, Start, Date	Estimated starting date of super project	SUPEPROJ
DT_RECEIVED	YMD	Date, Received	Date super project assigned	SUPEPROJ
DT_REVIEWED	YMD	Date, Reviewed	Super project review date	SUPEPROJ
HOURS	D12.2	NFC, Project, Hours	NFC project hours	PROJECT
NFC_BRANCH	A02	NFC, Branch	NFC Branch	PROJECT
NFC_DIV	A02	NFC, Division	NFC division	PROJECT
NFC_PROJ_NO	A05	NFC, Project, No.	NFC project number	SUPEPROJ
NFC_RATING	P03L	NFC, Rating	NFC rating	PROJECT
NFC_STATUS	A1	NFC, Project, Status	Status of NFC project	SUPEPROJ
PLAN_CHG_BY	P09L	Plan, Changed, By	Plan changed by SSNO	SUPEPROJ
PRIORITY	A01	Priority	Super project priority	SUPEPROJ
PROJECT_NO	A05	Project, No.	Super Project Number	SUPEPROJ
PROJECT_NO	A05	Project, No.	Super Project Number	PROJECT
SPECIAL_SSNO	P09L	Special, SSNO	Special SSNO	SUPEPROJ
SPECIALIST	A09	Specialist	NFC project leader or programmer	SUPEPROJ
STATUS_CD	A01	Status, Code	Super project status code	SUPEPROJ
SUBJECT1	A80	Subject, Line 1	First line of subject (80 chars)	SUPEPROJ
SUBJECT2	A80	Subject, Line 2	Second line of subject (80 chars)	SUPEPROJ
SUBJECT3	A80	Subject, Line 3	Third line of subject (80 chars)	SUPEPROJ
SYSTEM	A04	System	Application system	SUPEPROJ

FOCUS Data Fields (cont'd)

```
CHECK FILE PATSSPRJ PICTURE
NUMBER OF ERRORS=      0
NUMBER OF SEGMENTS=    2  ( REAL=    1  VIRTUAL=    1 )
NUMBER OF FIELDS=     35  INDEXES=    1  FILES=      2
TOTAL LENGTH OF ALL FIELDS= 770
SECTION 01
      STRUCTURE OF FOCUS      FILE PATSSPRJ ON 02/07/96 AT 13.55.43

      SUPEPROJ
01      S1
*****
*PROJECT_NO **I
*DIVISION   **
*DT_RECEIVED **
*           **
*           **
*****
*****
      I
      I
      I
      I PROJECT
02      I KM
.....
:PROJECT_NO ::K
:NFC_PROJ_NO ::
:NFC_DIV     ::
:           ::
:           ::
:           ::
:.....:
:.....:
      JOINED PATSPRJ
```

Note: The above illustrates the FOCUS structure. This illustration may help users understand the mechanics of the FOCUS Reporting System

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